



**GOVERNMENT OF INDIA**  
**MINISTRY OF LABOUR & EMPLOYMENT**  
**CENTRAL GOVERNMENT INDUSTRIAL TRIBUNAL-CUM-LABOUR COURT NO.1,**

*2<sup>nd</sup> Floor, "Shram Raksha Bhavan", Shivrushti Road, Opp. Priyadarshini, Eastern Express Highway, Sion (E), Mumbai – 400 022.- Phone: 022 - 24055097*

No.CGIT-1/Goa Camp./notice/14992025

Date: 3/12/2025

**CIRCULAR**

With reference to Office Circular No.CGIT-1/Gr.C/1219/2025 the last date for reviving application for the post of Personal Assistant and Upper Division Clerk has been extended from 15/11/2025 to 31/12/2025.

All concerned are requested to note the above Candidates may submit their applications up to 31/12/2025 at 6:00 P.M.

  
(JUSTICE ARVIND KUMAR MISHRA)

Presiding Officer  
Central Government Industrial  
Tribunal-cum-Labour Court No. 1  
Mumbai.



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022.- Phone : 022 - 24055097

No.CGIT-1/1219-1220/25

Date: 10/09/2025

**CIRCULAR**

**Subject: Engagement of Retired Government Employees as Consultants against the Posts of Personal Assistant (PA) and Upper Division Clerk (UDC) on contract basis-reg.**

In terms of Office Memorandum No. F.No.A-12034/11/2018 -Admn. I dated 30<sup>th</sup> November 2018 it is proposed to engage One Personal Assistant and one Upper Division Clerk temporarily on contract basis in the NIT/CGIT No.1, Mumbai initially for a period of one year or till the post is filled up on regular basis whichever is earlier. The terms and conditions for engagement will be as under:-

2. Candidates fulfilling the below mentioned criteria may apply for the post.

**Personal Assistant:-**

Retired Govt. Officer/Officials, having knowledge of Stenography, Typing and Computer etc.,

**Upper Division Clerk:-**

Retired Govt. Officer/officials having experience in administrative work including establishment and working knowledge of Typing and Computers etc.

3. Age Limit:- 65 year

4. Qualification & Experience: Candidate should be a Retired Employee of Central Govt./State Govt./PSU/Autonomous Body having considerable experience of functioning of Govt. Departments in the requisite field.

5. Remuneration: The maximum amount of monthly consolidated fee and Local Conveyance payable to different categories of consultants shall be as under:

Level of Pay in Pay Matrix	Remuneration	Conveyance Allowance
Level 5 to Level 7 of the Pay Matrix(Equivalent to Pre-revised Pay Scale with GP of 2400/- to 4600/-	30,000/-	Rs. 3000/-
Level 8 to 10 (GP of 4800/- to 5400/-	40,000/-	
Level-11(GP of 6600/-	50,000/-	
Level 12 and 13 (GP of 7600/- and 8700/-	60,000/-	Rs. 5000/-
Level 14 and above	70,000/-	

**Note 1-** The total monthly remuneration and the Pension drawn by the consultant shall not be more than the Last Pay Drawn by him calculated at the current rates of Dearness Allowance.

**Note 2-** Enhanced remuneration may be paid to deserving officials on case to case basis with the approval of Secretary(L&E) and IFD of Ministry of Labour & Employment on account of special expertise/experience in the concerned field.

**6.Allowance:** Consultant shall not be entitled to any kind of allowance or accommodation facility. No. TA/DA shall be admissible for joining the assignment or on its completion. Foreign travel of Consultant is not permitted at all. However, should he require to travel inside the country in connection with the official work of the Ministry, TA/DA as admissible to a regular employee of the same grade, he/she retired from will be paid to him/her after obtaining approval of the competent authority.

**7.Drawal of Pension:** A retirement Government official appointed as consultant shall continue to draw pension and the dearness relief on pension during the period of his/her engagement as consultant. His/her engagement as Consultant shall not be considered as a case of re-employment.

**8.Leave:** Consultant shall be eligible for Eight(8) days leave in a calendar year on pro-rata basis. No remuneration for the period of absence in excess of the admissible leave will be paid to Consultant. Also, un-availed leave shall neither be carried forward to next year nor encashed.



9. Tax Deduction at Source (TDS):- TDS as admissible shall be deducted from the monthly remuneration of Consultant. A TDS certificate shall be issued by the concerned DDO on demand.

10. Working Hours: Consultant may follow the normal working hours.

11. Model format for application given in a separate sheet.

12. Period of Engagement:

v. Initial engagement of a Consultant will be for a period of one year or till post is filled up by way of regular appointment, whichever is earlier.

vi The appointment of a consultant would be on full-time basis and he /she will not be permitted to take up any other assignment during the period in the Ministry of Labour & Employment.

vii The appointment is a purely of a temporary nature against the specific jobs.

viii The engagement of consultant can be terminated by the Ministry/office at any time without assigning any reason thereof by giving him/her 15 days notice. However, in case a consultant wishes to resign, he/she will have to give 15 days advance notice or remuneration in lieu thereof resigning from the engagement.

Willing candidates may apply for the above post of Personal Assistant and UDC as Consultant within 21 days from the date of Circular. The application is to be address to " Justice Anil Kumar, Presiding Officer, NIT/Central Government Industrial Tribunal cum Labour Court No.1, 1<sup>st</sup> Floor, Shram Raksha Bhawan, Shivshrushti Road, Opp. Priydarshine, Sion, Mumbai-400 022.

(JUSTICE ANIL KUMAR)

Presiding Officer  
Central Government Industrial  
Tribunal cum Labour Court No. 1  
Mumbai

Copy to : The Under Secretary, Ministry of Labour & Employment, CLS-II, Section, Shram Shakti Bhavan, Rafi Marg, New Delhi-110001. with a request that the circular may widely be circulated & be uploaded at Ministry's website through NIC.

2. The Registrar General, Hon'ble High Court of Bombay
3. The Dy. CLC (Central) Mumbai with a request to place the circular on the notice board.
4. Website of CGIT

Notice Board of this office.

RECEIVED

29-10-2025  
उप मुख्य न्यायाधीश (केन्द्रीय) कार्यालय  
Office of the Dy. Chief Labour Commissioner (O)  
मुंबई / Mumbai